Information
for Delegations

United Nations Headquarters

New York, 1997

Note

This booklet contains information of a general nature about United Nations Headquarters and is applicable throughout the year.

Changes to the booklet should be addressed to the General Assembly Secretariat Services Branch, room S-3670H, ext. 32337. Fax: 963-4230. e-mail: dizon@un.org.

This booklet is available on the Internet: United Nations Home Page (http://www.un.org/geninfo).

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I. Introductory information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The five main structures, all interconnected, comprising Headquarters are the General Assembly building, which contains, besides the plenary hall, a large conference room and four medium-sized meeting rooms; the long, low Conference building parallel to the river, which contains council chambers, conference rooms, lounges and restaurants; the 39-storey skyscraper office building, which houses the Secretariat; the Library building; and the staff cafeteria building. The General Assembly Hall and the council chambers are on the second floor level while all the other conference rooms in both buildings are on the concourse level. All conference rooms, council chambers and the plenary hall may be reached from the Delegates' Entrance in the General Assembly building.

Entrance

In order to enter and to park at Headquarters, delegation cars must have United Nations diplomatic licence plates ("D" plates) plus a special identification decal (teal) for the fifty-second session of the General Assembly. (For information on obtaining parking decals, please see page 79.)

Grounds passes and admission to meetings

The Protocol and Liaison Service authorizes the issuance of grounds passes to members of delegations. (See pages 3 and 7.) In the interest of overall security, grounds passes must be displayed at all times while on the United Nations premises. In the absence of grounds passes, tickets for admission to the Public Gallery of the General Assembly Hall may be obtained from the Protocol and Liaison Service upon written request by the permanent missions.

Heads of State, Vice-Presidents, Crown Princes and Prime Ministers are provided with VIP passes without photographs. Cabinet Members are issued VIP passes with photos. Submission of two passport-size photographs in advance to the Protocol and Liaison Service is required.

Spouses are entitled to the same type of pass.

The Protocol and Liaison Service is also responsible for the authorization of grounds passes to representatives of United Nations specialized agencies, intergovernmental organizations and petitioners.

Media correspondents with the written press, film, television, photo, radio and other media organizations are accredited by the Media Accreditation and Liaison Unit of the Media Division, Department of Public Information (room

S-0250, ext. 36934, 36936, 36937, 33866, 32393 and 37146), where tickets entitling them to attend open meetings may also be obtained (ext. 37164).

Designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued grounds passes through the Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1076, ext. 34843 and 34846).

Designated representatives of non-governmental organizations associated with the Department of Public Information are issued grounds passes on an annual basis through the Non-Governmental Organizations Section of the Promotion and Public Services Division of the Department of Public Information (room LB1-31, ext. 37234, 37078 and 37233).

Security

The United Nations Security and Safety Service operates on a 24-hour basis from room C-113 (ext. 36666), located on the main level of the Conference building. In addition to providing security and safety on a 24-hour basis at Headquarters, the Service will:

(*a*) Issue grounds passes, which members of delegations may obtain on the first floor of the UNITAR building, 45th Street and First Avenue (First Avenue entrance) from 9 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m. from the first day of the fifty-second session of the General Assembly until its recess in December and from 9 a.m. to 1 p.m. and from 2 p.m. to 5 p.m. for the remainder of the year, after being authorized by the Protocol and Liaison Service;

(*b*) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours;

(*c*) Assist in locating and notifying the Organization's senior officials in an emergency;

(*d*) Liaise with national security representatives regarding protection arrangements for dignitaries;

(*e*) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;

(*f*) Handle lost and found property. Provisionally, lost property should be handed over to or claimed from the Security Officer at the Information Desk, Public Lobby, General Assembly building (ext. 34894).

Missing grounds passes should be reported without delay to the Special Services Unit (room S-0101, ext. 37531).

Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

Information

(Telephones and desk locations)

The Information Unit (ext. 37113) will advise on:

(*a*) The location and telephone numbers of delegations;

(*b*) The office or official to be contacted for technical queries;

(*c*) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 76.)

Information desks

- *General Assembly building*
  Public lobby (ext. 37758)
- *UNDC 1 building*
  Office lobby (ext. 38998)
- *UNDC 2 building*
  Office lobby (ext. 34989)
- *UNICEF House*
  Office lobby (326-7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly building just inside the Delegates' Entrance and on the concourse level between the General Assembly building and the Conference building.

Medical Services

The Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions accredited to the United Nations.

The Medical Service Emergency clinics are situated at the following locations:

Location

1. Secretariat building — Room S-535, telephone extension 37080.
2. DC1 — Room 1190, telephone extension 38990.
3. UNICEF House — Room H-0545, telephone extension 57541.

Time

The Medical Services Division is open on working days from 8.30 a.m. to 6 p.m. at all three locations.

Special arrangements from mid-September through December will be available in addition to the above timetable, up to 11.30 p.m. weekdays, and from 11 a.m. to 7 p.m. weekends and office holidays.

Aside from the above timetable, assistance could be obtained in emergency situations (hospital, emergency room, ambulance services, etc.) by contacting security services, at telephone number (212) 963-6666, or on extension 36666 from within.

During official working hours, medical consultations with a physician are available on request. Outside of official working hours, the emergency room is manned by an experienced qualified nurse. Appointments for medical consultations with a specialist in New York City could be arranged with the Head Nurse during official working hours, at extension 34070.

Facilities for the disabled

Facilities available in the meeting areas are:

Accessible restroom facilities are located in the General Assembly building first basement in the public concourse area, and in the "Neck" linking the General Assembly building and Conference building on the third floor. The restroom at the rear of the General Assembly Hall is also accessible.

In the Conference building, the restrooms on the second floor are accessible to the handicapped.

Elevators accessing the first floor and above in the Conference and General Assembly buildings are attended.

The Visitor's Entrance at 46th Street and First Avenue includes a ramp, allowing access both to the General Assembly and to the gardens.

Accessible automatic teller machines are located at the south end of the main corridor on the first floor of the Conference building.

Protocol and Liaison Service

The Protocol and Liaison Service, whose offices are located on the second floor of the Secretariat building (room S-0201, ext. 37172) and at the Visitors' Entrance (room GA-100B, ext. 37181), provides delegations participating in the General Assembly sessions and in temporary meetings at Headquarters with the following services:

(*a*) Registers members of delegations attending sessions of the General Assembly and authorizes the issuance of United Nations grounds passes — the permanent/observer missions, intergovernmental organizations and speci-

alized agencies are to send their delegation lists together with the SG.6 form filled out to the Protocol and Liaison Service, room S-0201. Once the SG.6 form has been authorized by Protocol, permanent/observer missions are requested to pick up the authorized form and deliver it to the delegates before their arrival to Headquarters. Delegates are then requested to proceed to the Pass and ID Unit located on the first floor of the UNITAR building, 45th Street and First Avenue, to have their photographs taken and pass issued;

(*b*) Publishes the provisional lists of delegations attending sessions of the General Assembly;

(*c*) Registers the members of delegations attending temporary United Nations meetings at Headquarters and authorizes the issuance of United Nations grounds passes — the permanent/observer missions and intergovernmental organizations are to submit to the Protocol and Liaison Service, room S-201, ext. 37181, completed SG.6 forms, together with a covering letter, signed by the Administrative Officer, at least one day in advance of the meeting. The SG.6 forms, once authorized by Protocol, must be picked up by the relevant permanent/observer mission and delivered to the delegate before his/her arrival to Headquarters. Delegates are then requested to proceed to the Pass and ID Unit located on the first floor of the UNITAR building, 45th Street and First Avenue, to have their photo taken and passes issued. If a delegate is already in the computer system of the Pass and ID Unit, a representative of the Mission may present the authorized SG.6 form and receive the pass of the delegate;

(*d*) Advises delegations on matters of protocol and diplomatic procedures;

(*e*) Ensures protocol coverage of all the official ceremonies and social events at Headquarters (official visits, presentation of credentials, admission of new Member States, etc.);

(*f*) Maintains a calendar of official functions in order to assist delegations in coordinating their schedule of social events;

(*g*) Approves applications for parking decals for rented vehicles.

	Ext.	Room
Chief of Protocol		
Mr. Livio Muzi-Falconi	37171	S-0201A
I. *Assistant Chief of Protocol*		
Mr. Igor L. Novichenko	37177	S-0201B

Armenia	Lao People's Democratic Republic	Slovenia
Azerbaijan	Libyan Arab Jamahiriya	South Africa
Belarus	Mali	Tajikistan
Bulgaria	Marshall Islands	The former Yugoslav Republic of Macedonia
Czech Republic	Mongolia	Trinidad and Tobago
Democratic People's Republic of Korea	Morocco	Tunisia
Eritrea	New Zealand	Turkey
Ethiopia	Poland	Turkmenistan
Ghana	Republic of Moldova	Uganda
Hungary	Romania	Ukraine
Iran (Islamic Republic of)	Russian Federation	Uzbekistan
Iraq	San Marino	Viet Nam
Kazakhstan	Slovakia	Yemen
Kyrgyzstan		Yugoslavia
		Zambia

Observers

Agency for Cultural and Technical Cooperation
Commonwealth of Independent States
Economic Cooperation Organization
International Seabed Authority
Palestine

II. *Protocol and Liaison Officers*

A. Mr. Paulose T. Peter 37179 S-0201M

Afghanistan
Australia
Austria
Bahamas
Bangladesh
Bhutan
Côte d'Ivoire
Djibouti
Fiji
Georgia
Germany
Greece
Guinea
India
Israel
Italy
Jamaica
Japan
Lesotho
Liberia
Malaysia
Mauritius
Micronesia
Myanmar
Nepal
Netherlands
Nigeria
Oman
Republic of Korea
Sierra Leone
Suriname
Swaziland
Sweden
Syrian Arab Republic
United Arab Emirates
United Kingdom of Great Britain and Northern Ireland
United Republic of Tanzania
Zimbabwe

Observers

Holy See
International Committee of the Red Cross
International Federation of Red Cross and Red Crescent Societies
International Tribunal for the Law of the Sea
League of Arab States
South Pacific Forum

B. Mrs. Almudena de Ameller 37178 S-0201C

Albania
Andorra
Argentina
Bolivia
Chile
Colombia
Costa Rica
Cuba
Cyprus
Dominica
Dominican Republic
Ecuador
El Salvador
Equatorial Guinea
Guatemala
Haiti
Honduras
Mexico
Nicaragua
Pakistan
Palau
Panama
Paraguay
Peru
Philippines
Saint Vincent and the Grenadines
Samoa
Spain
Togo
Uruguay
Venezuela

Observers

Switzerland
Agency for the Prohibition of Nuclear Weapons in Latin America and the Caribbean
Caribbean Community
Central American Integration System
Council of Europe
European Community
Latin American Economic System
Latin American Parliament
Organization for Security and Cooperation in Europe
Organization of American States

C. Mr Runping Wang 35941 S-0201Q

Angola
Antigua and Barbuda
Barbados
Bosnia and Herzegovina
Brazil
Brunei Darussalam
Cameroon
Canada
Cape Verde
China
Denmark
Estonia
Finland
Gambia
Grenada
Guyana
Indonesia
Jordan
Kenya
Kuwait
Latvia
Lebanon
Malawi
Malta
Mozambique
Norway
Papua New Guinea
Portugal
Saint Kitts and Nevis
Saint Lucia
Sao Tome and Principe
Saudi Arabia
Seychelles
Singapore
Solomon Islands
Sri Lanka
Sudan
Thailand

Observers

African, Caribbean and Pacific Group of States
African Development Bank
Asian-African Legal Consultative Committee
Commonwealth Secretariat
International Organization for Migration
Organization of African Unity
Permanent Court of Arbitration

D. Ms. Michèle Fatima Alzouma 37180 S-0201P

Algeria
Bahrain
Belgium
Belize
Benin
Botswana
Burkina Faso
Burundi
Cambodia
Central African Republic
Chad
Comoros
Croatia
Democratic Republic of the Congo
Egypt
France
Gabon
Guinea-Bissau
Iceland
Ireland
Liechtenstein
Lithuania
Luxembourg
Madagascar
Maldives
Mauritania
Monaco
Namibia
Niger
Qatar
Rwanda
Senegal
Somalia
United States of America
Vanuatu

Observers

International Criminal Police Organization (INTERPOL)
Organization of the Islamic Conference
Sovereign Military Order of Malta

List of permanent missions to the United Nations

The Protocol and Liaison Service publishes a handbook entitled "Permanent Missions to the United Nations" (Blue Book).

Part I — Member States maintaining permanent missions at Headquarters;

Part II — Non-member States maintaining permanent observer missions at Headquarters;

Part III — Intergovernmental organizations having received a standing invitation to participate as observers in the sessions and the work of the General Assembly and maintaining permanent offices at Headquarters;

Part IV — Other organizations having received a standing invitation to participate as observers in the sessions and the work of the General Assembly and maintaining permanent observer missions at Headquarters;

Part V — Other entities having received a standing invitation to participate as observers in the sessions and the work of the General Assembly and maintaining permanent offices at Headquarters;

Part VI — Specialized agencies and related organizations maintaining liaison offices at Headquarters.

Annex 1 lists the members of the principal organs of the United Nations.

Annex 2 lists the members of other standing organs at Headquarters.

Annex 3 enumerates, in chronological order, the national holidays of all Member States and of non-member States maintaining permanent observer missions at Headquarters.

A weekly addendum reflects interim movements of personnel and any changes in address, telephone/telefax numbers, national holiday, etc. contained in the "Blue Book".

The "Blue Book" and the addenda thereto are included in the regular documents distribution list under the symbol ST/SG/SER.A/...

Credentials

Credentials are required for representatives of States members of the General Assembly, the Security Council, the Economic and Social Council and the Trusteeship Council. For the sessions of the General Assembly, credentials of representatives (issued by the Head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General, not less than one week before the opening of the session, if possible, through the Secretary of the Credentials Committee, Office of Legal Affairs (room S-3420J, ext. 35347).

II. The General Assembly and its Main Committees

Fifty-second regular session

Information on the General Assembly is available electronically on the Internet through the UN Home Page: http://www.un.org, select "About the UN", select "Principal Organs of the UN" button and select "General Assembly" or access the General Assembly Home Page directly at http://www.un.org/docs/ga/gahome.htm.

Information on the General Assembly is also available in French (http://www.un.org/french) and in Spanish (http://www.un.org/spanish) on the website.

Office of the President

The Office of the President of the General Assembly is located on the second floor of the Conference building.

	Ext.	Fax	Room
Office of the President	37555	33301	C-204
Spokesperson	34884	33301	C-204

Secretariat arrangements for the General Assembly

The Secretary-General acts in that capacity at all meetings of the General Assembly.

General responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly Affairs and Conference Services.

The Director of the General Assembly Affairs Division coordinates the work of the session. He also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the under-secretaries-general or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

Plenary meetings of the General Assembly and meetings of the General Committee

	Ext.	Fax	Room
Under-Secretary-General for General Assembly Affairs and Conference Services			
Mr. Jin Yongjian	38362	38196	S-2963A

Questions relating to the work of the Assembly should be referred to the General Assembly Affairs Division.

Director			
Mr. Vadim Perfiliev			
	30725	34199	S-3380A
		e-mail: perfiliev@un.org	

General Assembly Secretariat Services Branch
Fax: 963-4230

Chief		
Mr. Ozdinch Mustafa		
	32332	S-3670A
Coordination, procedures and organizational matters		
Ms. Catherine Boivin		
	32336	S-3670D
Miss Kiyomi Ejima	32333	S-3670B
Ms. Margie Kam	32335	S-3670C
Ms. Carmencita Dizon		
	32996	S-3670H

Arrangements for the list of speakers

Ms. Mayra Alejandro
32633/35063 S-3670L

Ms. Joyce Sulahian
35601/35063 S-3670J

While meetings of the General Assembly are in progress, the staff listed above may be reached at ext. 37786/37787.

Documentation planning

Ms. Catherine Boivin
32336 S-3670D

Ms. Eslyn Sylvester
35432 S-3670F

Ms. Nilima Silver 32348 S-3670G

All those listed above only deal with matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

Questions on other matters should be referred to the appropriate offices listed below.

Main Committees of the General Assembly

	Ext.	Fax	Room
First Committee			
Under-Secretary-General for Political Affairs			
Mr. Kieran Prendergast	35055	35065	S-3770A
Assistant Secretary-General for Political Affairs			
Mr. Alvaro de Soto	35034	39297	S-3527A
Secretary of the First Committee			
Mr. Lin Kuo-chung	35595	31121	S-3170C
Special Political and Decolonization Committee (Fourth Committee)			
Under-Secretary-General for Peacekeeping Operations			
Mr. Bernard Miyet	38079	39222	S-3727B
Under-Secretary-General for Political Affairs			
Mr. Kieran Prendergast	35055	35065	S-3770A
Assistant Secretary-General for Political Affairs			
Mr. Alvaro de Soto	35034	39297	S-3527A
Assistant Secretary-General for Political Affairs			
Mr. Ibrahima Fall	34049	38976	S-3570A

Assistant Secretary-General for Public Information
Mr. Samir Sanbar 36830 34361 S-1027A

Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Gaza
Mr. Peter Hansen 32255* 935-7899* DC2-0550*
One UN Plaza

Secretary of the Special Political and Decolonization Committee
Mr. Mohammad Sattar
34272 31121 S-3170E

Second Committee

Under-Secretary-General for Economic and Social Affairs
Mr. Nitin Desai 35958 31010 DC2-2320

Executive Secretary of the Economic Commission for Europe (ECE), Geneva
Mr. Yves Berthelot 36905 31500 S-3127A**

Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok
Mr. Adrianus Mooy 36905 31500 S-3127A**

* New York liaison office.

** New York office.

Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago
Mr. Gert Rosenthal 36905 31500 S-3127A*

Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa
Mr. K. Y. Amoako 36905 31500 S-3127A*

Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Amman
Mr. Hazem El-Beblawi
36905 31500 S-3127A*

Executive Director of the United Nations Children's Fund (UNICEF)
Ms. Carol Bellamy
326-7028 888-7465/7454 H-1380
UNICEF House

Executive Director of the World Food Programme
Ms. Catherine Ann Bertini
38364 38019 DC2-2500**
Two UN Plaza

Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva
Mr. Marcel André Boisard
39683** 30995** A-6018B**

* New York office.

** New York liaison office.

Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva
Mr. Rubens Ricupero
36895* 30027* DC2-1120*
Two UN Plaza

Administrator of the United Nations Development Programme (UNDP)
Mr. James Gustave Speth
906-5791 906-5778 DC1-2128
One UN Plaza

Executive Director of the United Nations Population Fund (UNFPA)
Mrs. Nafis Sadik
297-5111 297-4911 DN-1901
220 East 42nd St.

Executive Director of the United Nations Environment Programme (UNEP), Nairobi
Ms. Elizabeth Dowdeswell
38140* 37341* DC2-0820*
Two UN Plaza

Rector of the United Nations University (UNU), Tokyo
Mr. J. A. van Ginkel
36337 371-9454 DC2-1470**
Two UN Plaza

* New York liaison office.
** North America office.

Assistant Secretary-General, United Nations Centre for Human Settlements (Habitat) and Secretary-General of the United Nations Conference on Human Settlements (Habitat II), Nairobi

Mr. Wally N'Dow 38197* 38721* DC2-0952*
Two UN Plaza

Secretary of the Second Committee

Ms. Margaret A. Kelley
34640 35935 S-2950C

Third Committee

Under-Secretary-General, Director-General of the United Nations Office at Vienna, and Executive Director of the United Nations International Drug Control Programme

Mr. Pino Arlacchi
35631 34185 DC1-0613**
One UN Plaza

Under-Secretary-General for Economic and Social Affairs

Mr. Nitin Desai 35958 31010 DC2-2320

Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator

Mr. Yasushi Akashi
32738 39489 S-3627A

* New York liaison office.

** New York office.

United Nations High Commissioner for Human Rights (Geneva)
Ms. Mary Robinson
35930 34097 S-2914A*

United Nations High Commissioner for Refugees (UNHCR), Geneva
Mrs. Sadako Ogata 36200* 30074* DC1-2610*
One UN Plaza

Acting Director of the United Nations International Research and Training Institute for the Advancement of Women (INSTRAW), Santo Domingo
Mrs. Martha Dueñas-Loza
35684* 32978* DC1-1106*
One UN Plaza

Assistant Secretary-General and Special Adviser on Gender Issues and the Advancement of Women
Ms. Angela King 35086 33463 DC2-1220
Two UN Plaza

Secretary of the Third Committee
Ms. Kate Starr Newell
34248 35935 S-2950D

* New York liaison office.

Information for delegations

Fifth Committee

Under-Secretary-General for Administration and Management
Mr. Joseph E. Connor
38227 38424 S-2700A

Under-Secretary-General for Internal Oversight Services
Mr. Karl Th. Paschke
36196 37010 S-3327A

Assistant Secretary-General for Human Resources Management

35182 31944 S-2527A

Assistant Secretary-General and United Nations Security Coordinator
Mr. Benon V. Sevan
35767 31984 S-2727A

Assistant Secretary-General for Programme Planning, Budget and Accounts, and Controller
Mr. Jean-Pierre Halbwachs
31661 38061 S-2627A

Secretary of the Fifth Committee
Mr. Joseph V. Acakpo-Satchivi
38255 38424 S-2700F

Sixth Committee

Under-Secretary-General for Legal Affairs, The Legal Counsel

Mr. Hans Corell	35338	36430	S-3427A

Secretary of the Sixth Committee

Mr. Roy Lee	35345	31963	S-3460A

Other organs

Credentials Committee

Under-Secretary-General for Legal Affairs, The Legal Counsel
Mr. Hans Corell 35338 36430 S-3427A

Secretary
Mr. Vladimir Golitsyn
35347 33386 S-3420J

Advisory Committee on Administrative and Budgetary Questions

Executive Secretary
Mr. Jules Corwin 37456 36943 CB-060E

Committee on Contributions

Secretary
Mr. Mark Gilpin 35866 31943 S-2770J

Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Secretary
Mr. Mohammad Sattar
34272 31121 S-3170E

Ad Hoc Committee of the General Assembly for the Announcement of Voluntary Contributions to the Programme of the United Nations High Commissioner for Refugees

Secretary
Mr. Soren Jessen-Petersen
36200 30074 DC1-2610
One UN Plaza

Pledging Conference for Development Activities

Secretary
Mr. Alexandre De Barros
32320 35935 S-2950G

III. Conference services

Meetings services

The Department of General Assembly Affairs and Conference Services is responsible for providing meetings services, including interpretation, the provision of meeting records and the editing, translation, reproduction and distribution of documents.

General inquiries regarding meetings services may be made to the Planning and Meetings Servicing Section (room S-1537, ext. 36540); inquiries regarding documents may be made to Documents Control (room S-1552, ext. 36594).

Programme of meetings

The Planning and Meetings Servicing Section prepares daily a programme of meetings for the following day. The programme is printed in the *Journal*, giving the conference rooms and other relevant information concerning the meetings. Queries regarding the schedule of meetings may be addressed to the Meetings Servicing Unit (ext. 37348).

Duration of meetings

Normally, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m.

Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible. Therefore, delegations are urged to be present at the meetings on time. It is also advisable to schedule related meetings consecutively whenever possible to ensure the maximum utilization of available services.

Meetings of regional groups and other informal meetings can be accommodated only if and when services originally earmarked for regularly scheduled meetings are released.

Seating arrangements

The delegation of Honduras has been chosen by lot to occupy the first seat in the General Assembly Hall during the fifty-second session of the General Assembly. The Honduran delegation will, therefore, be seated in the front row at the extreme left (the Secretary-General's side of the podium). Delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor plan showing the seating arrangement are available in the Meetings Servicing Unit, Department of General Assembly Affairs and Conference Services (room S-B1-02, ext. 37348).

Journal

The *Journal of the United Nations* is issued daily in English and French. During the General Assembly it is issued in the six official languages: Arabic, Chinese, English, French, Russian and Spanish. The *Journal*, which is available on the Internet, contains:

(*a*) A programme of meetings;
(*b*) Agendas for individual meetings;
(*c*) Summaries of meetings;
(*d*) Announcements.

The Editor of the *Journal* is located in room S-1138. Queries may be made from 4.30 p.m. onwards at ext. 33888.

Interpretation

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any representative may also, in keeping with rule 53 of the rules of procedure of the General Assembly, make a statement in a language other than the official languages. In such cases, the delegation in question must provide either an interpretation or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. However, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through-

out the translated text and to ensure synchronization between the speaker and the interpreter.

Written translations of statements delivered in official languages

If written texts are provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text. When delegations provide a written translation of their statement, they should specify on the first page of that text whether it should be "read out verbatim" or "checked against delivery".

If delegations wish their translations to be read out verbatim, any deviations from the text on the part of the speaker, including omissions and additions, are unlikely to be reflected in the interpretation.

If delegations believe that the speaker may deviate from the text, they should opt for "check against delivery" and the interpreters will follow the speaker and not the translation. In this case, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press before or during the delivery of the statement.

Representatives who take the floor in conference rooms should bear in mind that the microphone before them is inoperative until they have been called upon to speak by the chairman. In order to ensure the best possible recording and interpretation of their speeches, they should speak directly into the microphones and clearly, particularly when giving figures, quotations or highly technical material, and when reading from a prepared text (see also page 38).

While delegations are increasingly given a time-frame in which to deliver their statements, they are kindly requested to speak at a normal speed at all times to enable the interpreters to give an accurate and complete rendition of their statements. When statements are delivered as fast as possible in order to comply with the time limit, the quality of the interpretation suffers.

Records of meetings

Meeting records are provided for the plenary meetings of principal organs, for meetings of the Main Committees of the General Assembly and, on a limited and selective basis, for meetings of certain other bodies. Meeting records may take the form either of verbatim records (PVs) or of summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. However, corrections that add to, or alter the sense of, a statement as actually delivered cannot be accepted.

Verbatim records cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

Summary records cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention, or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs.

In addition, sound recordings of meetings are made and may be consulted (see page 42).

Corrections to meeting records

Corrections to meeting records should bear the signature of a member of the delegation concerned and should be sent or delivered to the following offices: for verbatim records to Chief, Verbatim Reporting Section, room C-178; for summary records to Chief, Official Records Editing Section, room DC2-0794, Two United Nations Plaza.

Corrections should be indicated in a memorandum and/or inserted in a copy of the record. If no memorandum is sent, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

A. Verbatim records

Corrections to verbatim records (PVs) should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the sound recording of the relevant speech.

B. Summary records

Corrections to summary records (SRs) should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued as corrected only in certain cases. These include records of meetings of the Security Council and plenary meetings of the Economic and Social Council. For other bodies, including the General Assembly and its Main Committees, records are issued only once and approved corrections are reflected in a single corrigendum issued periodically. Only in cases of serious errors or omissions materially affecting the course of the proceedings may a correction be issued immediately. In the case of verbatim records, such exceptional corrections will be resorted to only to revise errors or omissions in the original language version of a statement. Other language versions would be brought in conformity, if necessary, with the corrected text in the original language.

Prepared texts of speeches

A minimum of 30 copies of the text of speeches to be delivered in plenary meetings and meetings of the Main Committees should be given in advance to the conference officer in order to help the Secretariat provide the best possible service. Failing this, delegations are urged to provide

six copies for interpreters and record-writers *before* the speaker takes the floor. If delegations wish to have the text of speeches distributed to delegations, specialized agencies, observers, interpreters, record-writers and press officers, 300 copies are required.

For distribution in the General Assembly Hall, texts should be delivered to the documents counter on the left side of the Hall.

Circulation of communications

Circulation of communications in the General Assembly Hall from a delegation must be cleared in advance with the General Assembly Affairs Division (ext. 32332 in room S-3670, or ext. 37787). The circulation must be done by the delegation concerned *before* the meeting starts.

Documents facilities

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

(*a*) The "General" series;

(*b*) The "Limited" series, the serial number of which is preceded by the letter L. This series comprises documents of a temporary nature such as draft resolutions

and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked "Provisional" are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;

(*c*) The "Restricted" series, the serial number of which is preceded by the letter R. This series contains only those documents whose content requires at the time of issuance that they should not be made public;

(*d*) Conference room papers or working papers identified by the letters "CRP" or "WP" before the serial number. These are informal papers, in one or more languages, used in the course of a meeting or meetings and distributed only to participants and other interested recipients attending the meetings at which they are discussed. Conference room papers may later be converted into documents in the general, limited or restricted series or may have their contents incorporated into the report of the body concerned without further independent distribution.

Distribution of documents

A list of documents distributed at Headquarters is issued daily. It is available on the Internet. Documentation distributed daily to delegations in accordance with stated requirements will be available for pick-up at the delegations' pick-up area located at the service entrance to the North Lawn complex from 7.30 a.m to 9.30 a.m. on weekdays.

The Delegation Station on the concourse level of the Secretariat building (room S-B1-060, ext. 37373) is open for secondary requests during working hours on weekdays.

A limited number of copies of documents containing draft proposals for action during the meetings in progress will be available at the documents counter in the conference rooms.

Special requests for distribution arrangements can be made by writing to or by calling the Chief of the Distribution Section (room NL-314, ext. 37345 or 38062).

Arrangements for automatic distribution should be made by calling ext. 37344; secondary requests should be made in person at S-B1-60 or by calling ext. 37373.

Only United Nations documents may be distributed during the meetings.

The United Nations optical disk system (ODS) contains electronic versions in all official languages of all documents issued in New York and Geneva. It can be accessed free of charge by all permanent missions to the United Nations and other government offices. Documents stored in the optical disk system are indexed following the structure of the United Nations Bibliographic Information System (UNBIS) and can be searched, retrieved for viewing and printing and downloaded.

Information on the optical disk system can be requested from extensions 36586, 36587 or 33861.

Sound recordings

The Broadcast and Conference Engineering Unit maintains a verbatim collection of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available for sale. Orders are accepted by the Sound Archives Subunit (room GA-013C, ext. 37658 or 30673).

Archives and records management

The Archives and Records Management Section, which reports to the Chief of the Commercial Activities Service, develops policies and guidelines for the maintenance and retention of Secretariat records including electronic media; improves recordkeeping in the United Nations, including the effective utilization of information technology; promotes and supports research use of United Nations archives consistent with security and authorized access; and participates in strategic information planning organization-wide. The Section is divided into two units:

1. The Archives and Records Centre (room PK-1200, ext. 38681 and 38682) is situated at 345 Park Avenue South, between 25th and 26th Streets and provides storage and retrieval services for archives and records of the United Nations, and for archives of UNICEF and UNFPA. The Archives and Records Centre develops retention schedules and transfers records from Secretariat offices; maintains and arranges for disposition of records in the records centre and in commercial storage; processes archival records for purposes of efficiency and retrieval; promotes and supports

research use, both internal and external; and administers access and declassification reviews of security controlled archives.

2. The Records Information Systems Unit (room DC1-1170, ext. 34226), supports the technical infrastructure within the Section; implements recordkeeping software applications in United Nations Secretariat offices; researches and develops technological applications relevant to archives and records management, including digitization and imaging; and develops policies and guidelines associated with preserving and accessing electronic records.

IV. Media, public and library services

Spokesman for the Secretary-General

The Office of the Spokesman for the Secretary-General is located on the third floor of the Secretariat building.

	Ext.	Room
Director, Spokesman for the Secretary-General		
Mr. Fred Eckhard	35128	S-0378E
Press inquiries	37160/37161/37162	S-0378

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesman for the Secretary-General (room S-0378, ext. 37160, 37161 and 37162).

The Spokesman for the Secretary-General holds a background briefing at 12.30 p.m. daily in room S-0226 for press officers of delegations.

Services to correspondents

Daily press briefings are given at noon in room S-0226 by the Spokesman for the Secretary-General.

Other services to correspondents in the press area on the second and third floors include: assistance from the Spokesman for the Secretary-General and his staff; assistance from the Media Accreditation and Liaison Unit, Department of

Public Information, in the provision of tickets for seats in the press galleries (room S-0250, ext. 37164); distribution of press releases, official documents and access to delegation press releases that are made available at the press distribution centre (room S-0390, ext. 37165); and announcements of briefings and press conferences through the paging system.

Working facilities for correspondents are provided in the press areas on the third floor. Cable and telex offices are located on the third floor.

Public information

The Department of Public Information provides a wide range of services to representatives of the media, non-governmental organizations and the general public. The office of the Assistant Secretary-General for Public Information is located on the 10th floor of the Secretariat building. Other offices are located as indicated in the following pages.

	Ext.	Room
Assistant Secretary-General for Public Information		
Mr. Samir Sanbar	36830	S-1027A
Special Assistant to the Assistant Secretary-General		
Ms. Paula Refolo	36867	S-1027C

Media Division		
Director		
Ms. Nadia Younes	36945	S-0837A
News Coverage and Accreditation Service		
Chief		
Mr. George Parker	32360	S-0290A
Press desk	37211	
Media Accreditation and Liaison Unit		
Chief		
Ms. Sonia Lecca	36934	S-0250
TV and Audio Visual Production Section		
Officer-in-charge		
Mr. Joseph McCusker	37462	CB-056A
Promotion and Public Services Division		
Director		
Mr. Mian Qadrud-Din	35302	S-0941A
Library and Publications Division		
Director		
Ms. Angela Kane	37445	L-382A
United Nations Information Centres Service		
Chief		
Mr. Graeme Warner	30798	S-1060A

Press releases, distribution of speeches

The Meetings Coverage Section prepares and issues on the same day press releases in English and French on most open meetings held at United Nations Headquarters. In addition, releases are issued on United Nations conferences and meetings held in other parts of the world. These releases, which are prepared for the use of information media and are not official records, also contain background information. Press releases are also made available electronically to approximately 200 direct recipients worldwide, including 67 United Nations information centres and services, 8 United Nations offices, United Nations Development Programme field offices, peacekeeping operations and electronic public networks.

Accredited correspondents may obtain press releases from the press release distribution desk in the press working area on the third floor of the Secretariat building (ext. 37165). Delegates may obtain press releases, as available, through Documents Distribution (ext. 37373), or on the UN Home Page (see below for address). Delegations desirous of making texts of speeches or press releases available to information media should take 150 copies to the press release distribution desk (room S-0390) for distribution to accredited correspondents. As soon as received, the availability of the texts will be announced through the press paging system. Texts of speeches or delegation press releases must be issued under the letterhead of the mission responsible and, for the convenience of correspondents, should be dated.

The Daily Highlights — summaries of daily events at United Nations Headquarters and other United Nations offices around the world — are available on the press racks located on

the third floor at the end of each working day. They are also available electronically on the United Nations Home Page (see below for address).

Press releases, certain reports of the Secretary-General, Security Council resolutions, important parliamentary documents related to development issues, DPI backgrounders and fact sheets, DPI Development Update and Daily Highlights can be accessed on the Internet at the following address: United Nations Home Page (http://www.un.org). The UN Home Page also offers delegates access to research tools and links to other home pages in the UN family. This website is updated daily and is easy to navigate. Additional information can be obtained from the Information Technology Section (ext. 36974).

Accreditation and liaison to correspondents and photographers

The Media Accreditation and Liaison Unit provides the following services to correspondents:

- Accreditation, liaison and services to correspondents, film and television crews and photographers (room S-0250, ext. 36934; fax 34642);
- Seats (space permitting) in the press gallery to observe General Assembly and other meetings. Members of the visual media will be granted booth positions for covering meetings and other events;
- Arrangements for pool coverage during visits of Heads of State or Government. This office is also responsible for giving clearance to film/TV crews and photog-

raphers on any other location. These requests should be made in advance in writing (room S-0250, ext. 36934, 36936, 36937, 33866, 32393 and 37164; fax 34642).

Services to professional photographers

Accreditation, information materials, access to meetings as available, and briefings on United Nations activities in the field are provided to professional photographers.

Publications

Thematic and institutional publications

The Department of Public Information issues an array of materials covering the work of the United Nations in all its aspects. Special focus is given to subjects of priority interest, including peacekeeping, human rights, economic and social development, and to developments concerning Africa and the question of Palestine. Special attention is being given to the follow-up to the 1992-1996 cycle of major United Nations conferences, as well as to special observances such as international Decades, Years and Days. Printed materials include press kits, books, periodicals, brochures, posters, feature articles and educational materials. Most of these materials are also made available on the United Nations Home Page of the Internet's World Wide Web (http://www.un.org).

In addition, available at all times in the six official languages are the *Charter of the United Nations* (including the Statute of the International Court of Justice), the *Universal Declaration of Human Rights* and the *International Bill of Human Rights* (including the Universal Declaration

and the International Covenants on civil and political rights and on economic, social and cultural rights).

The following list details some of the Department's various products. For further information, call the Promotion and Public Services Division (ext. 35302), the Library and Publications Division (ext. 37445) or the Sales and Marketing Section (ext. 38300).

United Nations thematic materials

The Department undertakes multimedia information campaigns on priority thematic issues. These include campaigns to publicize the special sessions of the General Assembly being held in follow-up to the cycle of international conferences held by the United Nations, as well as for the 50th anniversary of the Universal Declaration of Human Rights in 1998 and to highlight UN peacekeeping in its fiftieth year. These campaigns are coordinated by the Promotion and Public Services Division, which also produces printed materials including press kits, booklets, brochures, posters and background information relating to poverty, indigenous people, advancement of women, sustainable development, racism and racial discrimination, criminal justice, peace and security, human rights and other priority issues. Information materials prepared by the Department of Public Information are available in print and electronic form on the United Nations Home Page on the World Wide Web.

- For print materials on economic and social development and human rights issues contact: room S-1040, ext. 36877, fax 963-1186.

- For print materials on peace and security issues contact: room S-1005, ext. 36821, fax 963-1186.

Thematic publications

- *Development Update*
  A bimonthly newsletter in English which provides essential information on current development issues, including United Nations events relating to economic and social development.
  - Contact: room S-1040, ext. 35851, fax 963-1186

- *Africa Recovery*
  A quarterly newsletter which covers United Nations, international and national developments related to African economic and social affairs, with a strong focus on resource flows, trade, aid and external debt. Briefing papers on specific issues are also produced periodically.
  - Languages: E, F
  - Contact: room S-0931, ext. 36857, fax 963-4556, e-mail: bentsi-enchill@un.org

- *UN Briefing Papers*
  This series (formerly Notes for Speakers) provides background information on issues of priority concern for the Organization for a wide audience of United Nations officials, NGOs, media and students. The latest edition, entitled "The World Conferences: Developing Priorities for the 21st Century" provides essential information on the

follow-up to 12 major UN conferences held between 1990 and 1996.

- Languages: E, F, S
- Contact: room S-0900, ext. 36832, fax 963-4556

- *Development Business*

  A twice-monthly newspaper that provides information to companies and consulting firms interested in monitoring and bidding on projects financed by the United Nations, the World Bank and the African, Asian, Caribbean, European and Inter-American development banks. Also offers Scan-a-Bid, an online version of the newspaper.

  - Contact: room DC1-0560, ext. 31516, fax 963-1381, e-mail: dbusiness@un.org

- *The Blue Helmets*

  A comprehensive review of United Nations peacekeeping past and present. English third edition was published in December 1996. The French edition was published in August 1997.

  - Contact: room S-1005, ext. 36840, fax 963-1186

- *Peace and Security Updates*

  Background notes and other concise publications on United Nations work in peacemaking and peacekeeping are available in print and electronic form.

  - Contact: room S-1005, ext. 36840, fax 963-1186

- *An Israeli-Palestinian Dialogue*

  A continuing series of booklets based on the proceedings of the Department's "International Encounters" for European journalists on the question of Palestine.

  - Contact: room S-1005, ext. 34353, fax 963-4556

Institutional publications

- *UN Chronicle*

  A quarterly, consolidated account of the major actions of the Security Council, General Assembly and other United Nations bodies. Special features on the range of United Nations activities and concerns.

  - Languages: E, F
  - Contact: room DC1-0530, ext. 38262, fax 963-8013, e-mail: un_chronicle@un.org

- *Yearbook of the United Nations*

  The most comprehensive reference work on the activities of the United Nations and the organizations of the United Nations system. Published annually in English.

  - Contact: room DC1-0532, ext. 38280, fax 963-8013, e-mail: flynn-connors@un.org

- *A Guide to Information at the United Nations*

  A 120-page handy guide on how to obtain information generated by each of the principal organizations and bodies of the United Nations system. Its comprehensive index facilitates access to sources in virtually all areas of the Organization's work.

  - Contact: room S-0900, ext. 36832, fax 963-4556

- *Basic Facts*

  A concise record of the Organization's history, structure and work, published biennially.

  - Languages: E, F, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *The United Nations Charter: Answers at Your Fingertips*

  A question-and-answer approach to understanding the principles of the Charter and the structure and functions of the United Nations.

  - Contact: room GA-057, ext. 34475, fax 963-0071

- *Image and Reality*

  Booklet produced in question-and-answer format covering some of the most frequently asked questions about the role and accomplishments of the Organization.

  - Languages: E, F, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *UN in Brief*

  Pamphlet providing a general overview of the structure and work of the United Nations.

  - Languages: A, C, E, F, R, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *Report of the Secretary-General on the Work of the Organization*

  A book version issued immediately following the annual report's release as an official document.

  - Languages: A, C, E, F, R, S
  - Contact: room S-0900, ext. 36832, fax 963-4556

- *DPI/NGO Link*

  A weekly bulletin providing schedules of the DPI/NGO weekly briefings and information on new print and video materials available at the DPI/NGO Resource Centre.

  - Contact: room LB1-31, ext. 37234, 37078, 37233

Many Department of Public Information publications are available as sales items. For more information or for a complete catalogue of sales publications, contact: United Nations Publications, Two United Nations Plaza, room DC2-0853, Dept. A064, New York, N.Y. 10017, tel. (212) 963-8302, fax (212) 963-3489, e-mail: publications@un.org. Many of these publications are available at the UN Bookstore (GA-032A).

Radio and television services and facilities

Radio and television services to delegations, correspondents and broadcasting organizations

Under special circumstances, the Division can provide limited facilities for accredited correspondents to transmit news dispatches and programmes on the work of the United Nations. When facilities are available, the Division arranges for the use of studios and of engineers' services by radio and television journalists. It enables correspondents to hear and use extracts recorded during meetings and otherwise extends to media correspondents all possible assistance.

The Radio and Central News Service can assist delegates who wish to record reports or interviews about their work at the United Nations. For radio studio availability, contact the TV News and Production Facilities Unit (room CB-058, ext. 37458).

Audio recordings of statements made at current meetings of the Organization's main organs are available in the Audio Library (room GA-027, ext. 39272, 34186).

Audio archival material is handled by the Broadcast and Conference Engineering Unit, Office of Conference and Support Services (room GA-013C, ext. 37658) and is subject to duplication fees.

United Nations Television covers meetings of the General Assembly, the Security Council, press conferences and other events. This coverage is available for sale to delegations and broadcasters. Prices vary depending on whether the material is ordered before or after the event.

Arrangements can be made for satellite transmissions. When available, facilities may also be arranged for interviews and statements. Requests for bookings should be made in advance with the TV News and Production Facilities Unit (room CB-056, ext. 37650 for television; room CB-058, ext. 37458 for radio). Information and arrangements for satellite transmissions should also be made in advance with the same Unit (room CB-058, ext. 37458).

Archival film and video materials are available at the Visual Materials Library (room S-0805, ext. 36819, 37318 and 37319).

United Nations radio programmes

The United Nations Radio and Central News Service produces, in the six official languages as well as nine other languages, recorded programmes on the work of the United Nations and the specialized agencies. These programmes consist of news bulletins, features, interviews and documentaries and are distributed to broadcasting organizations worldwide. For further information, contact the Audio-Visual Promotion and Distribution Unit (room S-0805A, ext. 36982).

A United Nations news information system is available for use by broadcasting organizations, correspondents and delegates. This computerized radio news service carries regularly updated news reports and summaries on the various activities of the Organization, both at Headquarters and in the field, including peacekeeping missions. These reports are available in English, French and Spanish and can be accessed through the regular telephone line. The number for the automated radio information service is: 963-3777.

United Nations films and videos

The Media Division of the Department of Public Information produces documentary videos and television programmes on the work and activities of the United Nations and its specialized agencies. These programmes, which are available in the official languages, are informative as well as educational and vary in length and style, from in-depth features to animation. Governments and non-governmental organizations are encouraged to use these videos as visual aids. The Media Division maintains 121 film/video libraries at United Nations offices around the world. These videos are available in worldwide standards and formats. For further information, contact the Audio-Visual Promotion and Distribution Unit (room S-0805A, ext. 36939 or 36982).

Archival footage

The Visual Materials Library is the depository of 35 mm and 16 mm archival footage from 1945, and video footage since 1985. Out-takes from numerous United Nations film and video productions are available for the preparation of documentaries and non-commercial productions worldwide. Royalties, transfer and screening fees are collected as applicable; shipping and messenger costs are also borne by the requestor. For information, apply to the Visual Materials Library (room S-0805, ext. 36819, 37318 and 37319).

Photo services and facilities

	Ext.	Room
Photo library and distribution	36927	S-0805

Official photographs

The photo library contains official photographs of United Nations meetings, United Nations delegates and officials, development programmes, peacekeeping operations and photographs highlighting themes of concern to the world community. Black and white prints (8" x 10") are available for reproduction by information media if used in a United Nations context and not for advertising; there is a $7 charge for the first print and $1 for each additional print from the same negative ordered at the same time. Colour prints (8" x 10") are $15 for the first print and $3 for each additional print from the same negative ordered at the same time. Colour transparencies (slides) are $5 each. Inquiries regarding additional photographic services may be made to the Photo Unit (ext. 32911).

Services provided by United Nations information centres and services

A number of services provided by individual offices at Headquarters are also available in Member States. In 67 countries around the world, the United Nations has an information centre/service that serves one or more countries. Each information centre provides documents, press releases, publications, audio and visual products, photos, graphics and

other information materials to the media, government officials, non-governmental organizations and educational institutions in the host country. In order to promote knowledge and understanding of the United Nations system, the information centre/service also produces newsletters and press releases, collaborates with local radio and television broadcasters and organizations, and arranges meetings, briefings, speaking engagements and celebrations of United Nations Day and other observances. More information on the centres/services can be obtained by contacting the Chief, Information Centres Service (room S-1060A, ext. 30798).

Services to non-governmental organizations

ECOSOC

The Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1076, ext. 34843 and 34846) acts as the focal point for non-governmental organizations (NGOs) in consultative status with the Economic and Social Council.

DPI

The Non-Governmental Organizations Section of the Promotion and Public Services Division of the Department of Public Information (room S-1070L, ext. 37234), serves the non-governmental community by providing information about the work of the United Nations by various means, including briefings by UN officials. It organizes an annual conference

in September for non-governmental organizations on a major United Nations theme. A weekly briefing and audio-visual programme for accredited NGO representatives is organized each Thursday morning from mid-September to the second week of June. An annual orientation course for newly associated NGOs, as well as workshops, round tables and seminars, are sponsored in cooperation with NGO committees. The NGO Resource Centre (room LB1-31, ext. 37234, 37078, 37233) provides NGOs with United Nations documents and press releases, and major reports of United Nations agencies, programmes and funds. A video lending library and accreditation services for NGOs associated with the Department of Public Information are provided.

Promotional services

Special events (room S-0955D, ext. 36923, fax 963-4556), exhibits (room S-0994D, ext. 38531, fax 963-4556) and promotional activities on thematic issues or in observance of international Days are organized by the Promotion and Public Services Division. The Division also maintains liaison with specialized NGOs, professional organizations and the information offices of the United Nations programmes, funds and specialized agencies, to organize co-sponsored activities and other promotional programmes. It is also responsible for annual training programmes for broadcasters and journalists from developing countries (room S-0955D, ext. 36923, fax 963-4556) and for Palestinian journalists (room S-1005, ext. 34353, fax 963-4556).

Services to visitors

Group briefings

The Group Programme and Community Liaison Unit (room GA-056, ext. 37710) of the Public Services Section arranges briefings on United Nations topics for groups visiting United Nations Headquarters. The Unit also arranges for speakers from the United Nations to address groups elsewhere in North America.

Sometimes groups visiting the United Nations may wish to have a delegation briefing on a country's role in the United Nations. In such cases, the Group Programme and Community Liaison Unit may assist in obtaining a conference room for this purpose. It should be noted, however, that arrangements are subject to availability of a conference room.

Public inquiries

The Public Inquiries Unit (room GA-057, ext. 34475) handles inquiries received by mail, by telephone, by telefax and in person from the general public, as well as from delegations, government offices, businesses, educators, non-governmental organizations, media and others. The staff answers questions by telephone or mail and provides information and educational materials on the work of the United Nations and on the programmes and agencies of the entire United Nations system.

Guided tours

Guided tours of United Nations Headquarters are offered daily from 9.15 a.m. to 4.45 p.m. Advance reservations are required for groups of 15 persons or more. For information on prices or tours in languages other than English, please call ext. 34440. (Language tours are subject to availability.) A limited schedule may be in effect during the period of the general debate of the General Assembly, and at the time of visits of high-level dignitaries during the General Assembly session.

Exhibits

Exhibits highlighting and illustrating the work of the United Nations are mounted in the General Assembly Public Lobby. All exhibits must be approved by the Exhibits Committee and follow the United Nations Exhibits Committee Guidelines. For more information contact Exhibits, Promotion and Public Services Division, fax 963-4556.

Library Services

The Dag Hammarskjöld Library, which is dedicated to the memory of the late Secretary-General Dag Hammarskjöld, occupies the three-storey building (with another three levels below ground) on the south side of the Headquarters site. The Library is open Monday to Friday and observes the same working hours as those of the Secretariat.

The Library provides the permanent missions of Member States, the delegations and the Secretariat of the United Nations with information resources and services needed for the performance of their work.

The Library maintains the following collections:

Comprehensive collection of United Nations documents and publications in all official languages

Comprehensive collection of League of Nations documents and publications in English and French

Extensive collection of specialized agencies documents and publications in all of their official languages

Extensive collection of government documents and publications of Member States

Extensive collection of publications about the United Nations (including doctoral dissertations)

Publications on issues of current and continuing interest to the United Nations (including newspapers, serials and maps).

Information products of the Dag Hammarskjöld Library

Indexes to proceedings: a series of four separate indexes providing comprehensive bibliographic access to all of the documents (reports, letters, meeting records, resolutions, etc.) issued by or submitted to the General Assembly, Security Council, Economic and Social Council, Trusteeship Council. Issued annually/sessionally.

United Nations Bibliographic Information System (UNBIS): this database provides comprehensive bibliographic access to the documentary output of the United Nations and to the Library's non-UN holdings, as well as access to the full text of UN resolutions, to voting records and to citations to speeches. Electronic access to UNBIS is available online (via the Main Frame) (updated daily) and in CD-ROM format (updated quarterly).

The United Nations Dag Hammarskjöld Library Home Page (www.un.org/Depts/dhl) includes information concerning the Library's hours, services and collections and provides the following reference tools:

(*a*) *UN Info Quest (UN-I-QUE)*: a search facility providing easy access to document symbols/sales numbers for tens of thousands of major UN documents and publications issued since 1946, including Secretary-General's reports, committee and commission reports, general debates and much more. Updated daily.

(*b*) *Documents Alert*: a new service highlighting important documents as they are issued. Documents are selected from new material received by the Library and available

on the Optical Disk System. Citations include title, UN document symbol, date of release, pagination and a brief annotation.

(c) *Topical bibliographies*: on items of current interest such as United Nations reform, peacekeeping operations, the Office of the Secretary-General, etc. Updated regularly.

Electronic resources available in the Dag Hammarskjold Library

Optical Disk System (ODS) workstations: two workstations for accessing the Optical Disk System (ODS) are available in the Woodrow Wilson Reading Room of the Library (room L-260); printing facilities are available.

Internet workstations: multiple workstations for accessing the Internet are available in the General Reference Reading Room of the Library (room L-105). Access is provided on a first-come, first-serve basis, with priority given to delegates. Printers are available but downloading to diskette is strongly encouraged.

***NewsEdge* workstations**: two workstations for public and independent access to *NewsEdge* are provided in the General Reference Reading Room of the Library (room L-105). *NewsEdge* is a live-time newsfeed which carries stories, as they are reported, by the major international news agencies (e.g., Reuters, Agence France Press, etc.). As above, access is on a first-come, first-serve basis and downloading to diskette is strongly encouraged.

***ProQuest* workstations**: access to an extensive collection of full-text CD-ROMs containing articles from general, business and social science periodicals is available in

the Periodicals Reading Room (L-B1-10) at these workstations.

On-Line Services/CD-ROMs: the Library subscribes to a wide range of on-line services (e.g., *Lexis-Nexis, DIALOG*, etc.) and an extensive collection of full-text and bibliographic CD-ROMs (e.g. *The New York Times, Le Monde, EconLit, PAIS*, etc.). A select few require the mediation of a librarian but most are available for independent use.

CD-ROM Help Desk: at all service points, fully-staffed Help Desks and guide sheets are available for delegates requiring assistance in the use of the Library's electronic resources.

Electronic news dissemination services of the Library

For all delegates having e-mail capability, the Dag Hammarskjöld Library offers customized, electronic delivery of time/mission-critical information. In addition to full-text news alerts from local sources around the world (*World News Connection*), the Library can also provide desk-top delivery of news and in-depth analysis from other daily and weekly sources (e.g., *Oxford Analytica, Middle East Mirror, SouthScan*, etc.). For more information about this service and/or a complete list of electronic publications available, please contact dhlpubh@un.org or call ext. 37392 or 35142.

The Library provides another current awareness service entitled "UN in the News". This twice-daily service transmits a limited and highly-selective number of stories carried by the media concerning the Organization. The focus of this service

is on UN reform, new appointments, budgetary matters, etc. and is available to any interested delegate with e-mail capability. Please contact dhlpubh@un.org or call ext. 37392.

Training for delegations

The Dag Hammarskjöld Library offers basic and advanced training in the management and use of UN documentation as well as in the use of electronic resources. Included in the course offerings are a one hour, hands-on course in retrieving and downloading information from the Internet ("CyberSeek") and an "Introduction to the Optical Disk System (ODS)". Training is on an ongoing basis and is open to all delegates and government officials. For further information and/or a complete list of the training courses offered, please contact ext. 35321.

United Nations Depository Libraries

In addition to offering library/information services at Headquarters, the Dag Hammarskjöld Library maintains a network of 355 United Nations Depository Libraries in 142 Member States and territories. These libraries provide access to collections of United Nations documents and publications in appropriate official languages, as well as reference services to government officials, the academic community, media representatives, non-governmental organizations, and other members of the general public. Inquiries regarding Depository Libraries may be made to the Depository Libraries Officer on ext. 37444.

Contacts:

Inquiries may be made in person, by telephone, by fax or by e-mail to each of the following service points:

	Ext	Fax	Room	e-mail
Head Librarian				
	37443	32388	L-327A	el-erian@un.org
Depository Libraries Officer				
	37444	31779	L-221G	un_dhl_dep_lib@un.org
League of Nations, United Nations and Specialized Agencies Collections				
Reference services	37412	31779	L-201	dhlunsa@un.org
Loan services	37422	31779	L-260	
General collection (government documents, serials, newspapers, etc.)				
Reference services	37394	38861	L-105	un_dhl_GenRef@un.org
Loan services	37390	31779	L-B1-10	
Interlibrary loan	32015	38861	L-B1-68	un_dhl_ill@un.org
Map library				
Reference and loan services	37425	31779	L-282	un_dhl_map@un.org
Legal library				
Reference and loan services	35372	31770	S-3455	un_dhl_legal@un.org
Statistical library				
Reference and loan services	38727	30479	DC2-1143	un_dhl_stat@un.org

V. Facilities and services for delegations

Delegates' cloakrooms

A cloakroom is available to delegates. It is located in the General Assembly building to the left of the Delegates' Entrance on the first floor. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables left in cloakrooms. Such valuables should be removed from articles to be deposited. Please observe posted hours of operation.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

Delegates' lounges

The delegates' north lounge, snack bar and south lounge bar are located on the second floor of the Conference building. The north lounge is open from 11 a.m. to 8 p.m. and the snack bar from 10 a.m. to 5 p.m., Monday to Friday. During sessions of the General Assembly, the Café Vienna in the S-B-1 conference area is open from 9 a.m. to 6 p.m., Monday to Friday.

From the first day of the fifty-second session of the General Assembly (i.e. 16 September 1997) until its December 1997 recess, members of delegations are asked not to invite to the Delegates' lounge persons other than those holding valid United Nations identification.

Payment for service should be made in cash. Credit cards are accepted in the north lounge bar only.

The opening of the south lounge bar is contingent upon meetings of the General Assembly and the Security Council. During sessions of the General Assembly the lounge bar is open from 11 a.m. to 7.30 p.m., Monday to Friday.

Members of delegations are reminded that consumption of refreshments is not permitted in conference rooms or in the Library Auditorium foyer.

Dining-room and cafeteria facilities

Delegates' dining-room

The hours of service are from 11.30 a.m. to 2.30 p.m. The limited accommodation does not permit the reservation of tables permanently or from the first day of the fifty-second session of the General Assembly until its December 1997 recess. Members of delegations should make reservations by telephone each morning (ext. 37625 or 37626). Reservations cannot be held for more than 15 minutes after the appointed time. Daily menus are posted on the bulletin board near the elevator at the entrance to the dining-room.

Payment for service should be made in cash or by credit card. Personal cheques are not accepted.

Separate dining-rooms, which may be reserved for parties of 10 guests or more, are available for private luncheons. In order to ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements required, including for menus, should be coordinated with the United Nations Catering Service (ext. 37098 or 37099).

Children under 10 years of age cannot be accommodated in the Delegates' dining-room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 37098).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their cards at the Visitors' Entrance and then to pass through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted to the Chief, Security and Safety Service (room C-110B), well in advance of the reception.

Cafeteria

The Main Cafeteria is located on the first floor, south annex, south side of the Secretariat building. Hours of service are from 8 a.m. to 8.30 p.m., Monday to Friday. Breakfast is served from 8 a.m. to 10 a.m.; lunch from 11 a.m. to 3 p.m. Light snacks, salads and pizza are available between 3 p.m. and 8 p.m. Dinner is served from 5 p.m. onwards, and the menu includes daily specials, pasta and dishes from the grill. From the first day of the fifty-second session of the General Assembly until its recess in December, the Main Cafeteria will be open on Saturdays from 9 a.m. to 3 p.m. The Cafeteria is closed on Sundays.

Staff café

The staff café is located on the fourth floor of the Conference building. Hours of service are from 12 noon to 3 p.m., Monday to Friday. It is closed on weekends and on United Nations holidays.

Vending machine area

Food-vending machines are available on the third floor (ex-Press Bar) of the General Assembly building. The area is open 24 hours a day, seven days a week.

United Nations Correspondents Association (UNCA) Club

From the first day of the session of the General Assembly until its recess in December the UNCA Club, located on the third floor of the Secretariat building, is open for snacks from 9 a.m. to 4.30 p.m., Monday to Friday.

Visitors Coffee Shop

The Visitors Coffee Shop is located on the concourse level of the General Assembly building. Hours of service are from 8.30 a.m. to 4.30 p.m., seven days a week.

Delegates' guests

Unaccompanied guests or visitors wishing to meet a delegate at United Nations Headquarters will be directed to the Visitors' Entrance located at 46th Street and asked to pass through a security screening area before admission to the General Assembly or Conference buildings. To facilitate the screening of guests of members of delegations, a magnetometer, separate from that used to screen tourists, has been set up. Members of delegations will be expected to accompany their guests at all times while on the premises and escort them back to the visitors' lobby at the time of their departure. Guests will be expected to deposit a photo identification, which can be retrieved prior to leaving the visitors' lobby. Staff on duty at the desk will make arrangements for contacting the delegate.

Delegates' typists' rooms

Typists' rooms are available at the following locations on the second floor in the Conference building: rooms C-211A and C-211B.

In the event that a United Nations typewriter requires repair, delegates are requested to advise the responsible official (ext. 36262).

Photocopier for delegates' use

A photocopier is available for the use of delegates in the General Assembly Hall, by the west wall near the documents distribution counter.

Sound reinforcement systems

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be directed to the Broadcast and Conference Engineering Unit (room L-B1-30, ext. 37452 or 30671).

Video projections

Multi-standard VCRs, television sets and video projectors, as well as slide projectors, can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, 72 hours' advance notice is required. Written requests for this audio-visual support equipment should be directed to the Broadcast and Conference Engineering Unit (room L-B1-30, ext. 37452 or 30671).

Video conferencing

International video conferencing is possible from several locations at United Nations Headquarters. Written requests for this service should be directed to the Broadcast and Conference Engineering Unit (room L-B1-30, ext. 37452 or 30671).

Mail and messenger services

Delegations are requested to deposit with the Incoming Mail Unit (room B3-02) any official correspondence intended for distribution to the Secretariat.

Messenger service within the Headquarters buildings is available through the delegates' aide in the delegates' north

lounge, where outgoing mail may also be deposited. During meetings, messenger service may be obtained through the conference officer.

Telecommunications services

Telephone

The main listed number of the United Nations is 963-1234. Direct calls from outside the United Nations to staff and services can be made by dialling the exchange 963 (preceded by the area code 1-212 if required) followed by the correct four-digit extension as listed in the United Nations telephone directory. Direct internal calls can be made by dialling the access code "3" plus the last four digits shown in the directory.

It should be noted that staff of the United Nations Development Programme (UNDP), the United Nations Population Fund (UNFPA) and the United Nations Children's Fund (UNICEF) are on different exchanges. Direct calls from outside to UNDP staff may be made by dialling the area code, if necessary, exchange 906 + the four-digit extension. The exchange number for UNFPA is 297 and that for UNICEF is 326.

Arrangements have been made for personnel on the 963 exchange to dial directly to UNDP, UNICEF and UNFPA. Direct internal calls may be made to UNDP by dialling the access code "4", waiting for the dial tone and then dialling the four-digit extension; and to UNICEF by using the same system when dialling the access code "5". Direct internal calls to UNFPA may be made by dialling 63, waiting for the dial tone and then dialling the four-digit extension. If the extension

is not known, the operator on "0" will provide the number. In the case of an outside call, the operator will switch the call to the person required.

The number of the Information Desk in the Delegates' Lounge is 963-8902 or 963-8741. Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates will be paged on the loudspeaker system. Long-distance calls may be placed from booths located in the Delegates' Lounge or in the conference areas by dialling "0" to reach the operator. Local calls may also be made from these booths or from the house telephones available in the Delegates' Lounge by dialling "9" and the telephone number.

Telegraph

The following communications carrier, which provide telex, cablegram and telefax services for worldwide communications, has an office situated on the third floor of the Secretariat building:

- *MCI International, Inc.*
  (room S-0344, ext. 37142)

United Nations Postal Administration

Philatelic sales

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter on the concourse level of the General Assembly building (ext. 37698). The sales counter is open from 9 a.m. to 5.15 p.m. seven days a week, except when the Headquarters building is closed to the public. Facilities for posting mail are available at this counter. The United Nations Postal Administration operates a philatelic office in room DC2-0625 (ext. 37684), which services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and Austrian schillings and are valid for mailing only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

Post Office

A sub-branch of the United States Post Office is located on the concourse level in room S-B1-26 (ext. 37353) and is open from 9 a.m. to 5.30 p.m., Monday to Friday. The services provided are the usual postal services for private or official delegation mailings, including parcel post, air mail, registered and insured mail, international and domestic money orders, information about postage rates and regulations concerning entry or dispatch of parcels to and from various countries. All mail must bear United Nations stamps in United States denominations. Mail with United Nations stamps af-

fixed may be deposited at the delegates' aides' desk in the north lounge or dropped into the letter chutes in the Secretariat building for collection by messenger and onward dispatch by the Post Office.

Parking

The Garage Administration will schedule delegations to apply for and pick up parking decals. Applications for decals should be submitted to the Protocol and Liaison Service (room S-0201, ext. 37172) with the required attachment of valid vehicle registration. The application will be forwarded to the Garage Administration (room CB-021, ext. 36212/3) by the Protocol and Liaison Service. Only one decal will be issued per delegate for use on a vehicle with "D" plates. Decals will be issued only to members of delegations duly accredited to the United Nations.

Applications for decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book" must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with "S" plates registered in the name of mission staff will not be authorized to park in the United Nations compound.

Permanent missions may apply for a temporary identification decal (yellow) for the fifty-second session of the General Assembly. Special decals may also be issued to admit

vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Application forms may be obtained from the Garage Administration (room CB-021) and thereafter submitted to the Protocol and Liaison Service (room S-0201). The application and a copy of the rental agreement should be submitted to the Special Services Unit (room S-101) for clearance prior to submission to the Garage Administration for issuance.

Parking decals must be displayed prominently and be clearly visible to security officers and Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, all decals issued previously to delegations must be returned to the Garage Administration (room CB-021). Also, decals belonging to delegates who are departing from Headquarters or issued for vehicles no longer in use must be returned to the Garage Administration office. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

In pursuance of section II of General Assembly resolution 39/236, parking privileges of any delegate whose parking fees are in arrears by more than three months will be suspended as of September 1997. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he/she should contact the Garage Administration office in order to settle any outstanding dues.

Delegation cars bearing United Nations diplomatic plates and identification decals valid for the current session of the General Assembly may be parked on the first level and in a designated area at the southern end of the second level of the garage without charge while representatives are on official business. They may be parked in the garage overnight at the rate of $2.50 per night. Invoices for this service are sent to delegates and to delegations shortly after the end of every month. These invoices are due upon receipt and should be settled by cheque paid to the order of "United Nations" and sent to the United Nations Garage Administration (room CB-021, ext. 36212 and 36213).

Entrance to the grounds

Vehicular access through the Secretariat entrance located on First Avenue will be restricted solely to the vehicle, identified by a special sticker, of the Permanent Representative. All occupants riding in the car will be required to display valid United Nations identification cards. In order to reinforce safety measures, temporary stationing of the vehicle of the Permanent Representative in the Secretariat circle will be limited to clearly marked parking areas. All other vehicles bearing a decal will be required to enter through the 48th Street entrance.

Rented vehicles which have been issued special decals, which permit drop-off/pick-up only, may enter through the Secretariat entrance located on First Avenue. Such vehicles will not be permitted to park on United Nations premises.

Access to the garage

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs should remain in the ready room, located in the first garage level, while on call by delegates. The security officer at the Delegates' Entrance of the General Assembly building pages chauffeurs whenever they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not warrant or promise the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations requiring local transportation make their own arrangements with local firms.

Reimbursement of travel costs

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991) may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims must be accompanied by bills, vouchers or ticket stubs. If requested, the United Nations would arrange transportation, wherever possible, between the capital city of a Member State to the place of the meeting; for this purpose, delegations should use form PT-137 (Transportation services to delegations). Both forms may be obtained from, and returned to, the respective Executive Office of the Department, or the Secretary of the organ or conference administering the travel. Completed forms should be signed by the head of the delegation (or his or her designated representative) and submitted as promptly as possible. The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the closing date of the session of the organ or subsidiary organ to which the claim relates.

In accordance with General Assembly resolution 41/213, reimbursement is limited to the cost of round-trip travel, by most direct route, between the capital city of the Member State to Headquarters, for a maximum of one first-class ticket for the head of delegation and four economy tickets for other members of the delegation accredited to the respective session of the General Assembly. Further information may be obtained by calling 35832.

When Permanent Representatives of Member States accredited to the United Nations are invited to travel for official United Nations work, or when the travel of members of organs or subsidiary organs exceeds nine hours, business class tickets will be issued in accordance with General Assembly resolution 45/248.

Travel facilities

The official travel agency of the United Nations in New York, American Express, will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations. The office, which is located in room S-2008, is open from 9 a.m. to 6 p.m. (ext. 36280).

City liaison and legal assistance

The New York City Commission for the United Nations and Consular Corps is the official liaison between the Mayor's Office and New York City's diplomatic community. Its primary purpose is to provide information and assistance on a diverse range of matters, from educational, household and personal concerns to legal and commercial problems. Newly arrived diplomats are visited and provided with a kit of information on New York City. All members of the diplomatic and international community are welcome to call the Commission for assistance throughout their stay in New York. The Commission's departments include Legal Affairs, Consular Corps Affairs, Community Relations and the Sister City Program of the City of New York.

For further information, please call 319-9300 or fax 319-3430. The Commission is located at Two United Nations Plaza, 27th floor, New York, N.Y. 10017.

Hospitality

The Hospitality Committee for United Nations Delegations, Inc., is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange hospitality in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and the Stock Exchange. Complimentary tickets to cultural and sporting events are sometimes available.

The Committee also offers courses at their English Language School. The programmes are open to everyone associated with the United Nations. Four sessions (8 weeks each) are held between September and June.

Information about these activities may be obtained from room GA-101 (ext. 37182, 37183 or 38751).